FY 2016 MHAA Non-Capital Grant Full Application

Overview

Application Overview

Organization Name

Project Title
Project refers to the specific activity for which funding is being requested.

Brief Project Description
You will complete a detailed project description later in the application. This field should provide
a short summary of the key details of your project.

INSTRUCTIONS

- All questions with a red asterisk (*) require answers.
- Please use plain text. Content will not retain formatting such as bold, italics, or bullets.
- When you have completed your application, click **Review and Submit**. You will be given a final opportunity to review your application. If you have included all the required fields and materials, you will be able to click **Submit**.
- **You must submit your final application no later than <u>your local heritage area's deadline</u> (see the Deadlines tab).**
- You will be given an opportunity to edit your application if your local heritage area requests changes.

We will contact you if we have questions during our review.

Grant award decisions will be made in July 2015, and you will notified by email of the final award decisions.

HOW TO

- **<u>Spell-check:</u>** click the check mark to the right of the field.
- **<u>Save a draft:</u>** click **Save and Finish Later** at the top and bottom of each page. You may also click **Next** to continue the application, which will also save your work.
- **<u>Upload documents:</u>**
  - Click the **Browse** button.
  - Browse to the location of the document on your computer.

- Highlight the document, and click **Open** or **OK**.
- Click the **Upload** button.

Acknowledgement

Before beginning your application, please download and review all program guidelines, which are available HERE.

Please click this box to indicate that you have read, and understand the guidelines.
No

Project Design

Project Location

In which Certified Heritage Area will the project take place? For multi-heritage area projects, select all that apply.	**In which county (or counties) will the project take place?** Select all that apply.

Scope of Work

Scope of Work
Describe the scope of work for the project. You may include past and future phases, but make sure
that the phase for which you are requesting funding is clearly defined.

**Will any aspects of the project cause ground disturbance (utility lines, footings, underpinnings,
grading, signage installation, etc.)?**
If yes, please describe the affected areas and any mitigation measures.

**Do any aspects of the project have potential to disturb lead paint, asbestos, oil tanks,
or other hazardous materials?**
If yes, please describe the affected areas and any mitigation measures.

**Are any components of the project environmentally friendly through their design or
construction materials?**
If yes, please describe.

Timeline

Project Start Date
The date you plan to start work.

Project End Date
Should be no more than two years from the project start date.

Key Steps and Timeline
Provide an outline schedule / sequence for the project. Include other phases (identified as outside
the grant project) if applicable.

Budget

Before completing the budget fields below, complete a detailed budget using the Excel spreadsheet which you can download and complete by clicking HERE.

Budget Detail
Once you have completed the budget detail, upload it here as an Excel file, and use those figures to complete the Budget fields below.

Budget Overview

When typing in dollar amounts, only enter numbers. Round the amounts to the nearest dollar.

Grant Funds Requested
The maximum amount you can request for a non-capital project is $50,000.

Required Cash Match

This amount must be at least 75% of the grant funds requested above.

Identify the source(s) of any cash funds your organization has __in hand__ for this project.
Documentation for these funds must be submitted as part of this application. Include the source of funding, amount, and date of availability.

Identify any other project-related cash funds or financial support for which your organization has a <u>commitment</u>.
Documentation for these funds must be submitted as part of this application. Include the source of funding, amount, and date of availability.

In-Kind Match
This amount cannot be more than 25% of the grant funds requested above.

Identify the in-kind support the project will receive.
This includes volunteer time, as well as donations of equipment, supplies or services.
Include the source of the in-kind donation, amount, and date of availability.

Total Match
Click the calculator to autofill.
The total match must equal
the amount of grant funds requested.
0 ⊞

Other Project Costs
If your project includes other costs
in addition to the grant request
and required matching funds
listed above, please put
the total of those costs here.

Describe your organization's efforts to fund this project from sources other than this grant program, as well as the sources of funding for any Other Project Costs.
Include grants from non-state agencies that you have applied for
but do not know the outcome, loan applications in progress, or research
into possible funding options.

Total Project Cost
Click the calculator to autofill.
0 ⊞

Describe any state funds that are already committed for this project.
State funds may not be part of the match for the project.

You must provide documentation for your cash match.
Cash match must be in-hand or commited by June 15, 2015. If you are not able to provide
documentation for your match at the time of application, you must provide documentation of a

back-up source of match. If you are not able to provide documentation at the time of submission, please email your match documentation to MHT.grants@maryland.gov by June 15, 2015.

Significance

Goals and Objectives
Explain the goals and objectives of the project. Project deliverables will be addressed in a subsequent question.

Does the project contribute to fulfilling the priorities identified in the local heritage area's
management plan, five year plan and/or annual work plan?
If **yes**, please specify the section or page number of the applicable plan.
If **no**, explain how the project is consistent with the specific goals and objectives in one or more
of the plans, citing the relevant section of the plan(s).

What is the tourism value of the project?

The project should be heritage tourism related. When discussing tourism value, address, for example, visitor
resources that will be created or substantially improved; or project products that will encourage increased
visitation to heritage sites or events.

How will the project enhance the local heritage area?
For example, will it foster linkages with other heritage area attactions or other heritage areas?

Is this project urgent?
Why does this project need to proceed at this time? What will happen if it does not?

Public Benefit

Public Benefit
Describe the benefit of the completed project to the general public.
What hours per day, days per week, and months per year is the project open to the public? If the project is not open regular hours, please indicate how access is made available.
What amenities are available to the public at the property? This includes restrooms, water, parking, interpretation (guided tours, self-guided tours, signage, brochures), etc.

**What provisions exist or will be made for physical or programmatic access by individuals
with disabilities?**

How will the completed project benefit minority individuals or groups?

How will you ensure that the general public will learn about your new product(s)?
Demonstrate that you have thought about who your target audience is, and what their needs
are.
Describe how the products will be marketed for the life of the project.
How will consumer inquiries be handled? How will materials be distributed?

**Will the local tourism office / Destination Marketing Organization (DMO) be
involved in this project?**
If so, how?

Deliverables

Deliverables

What tangible products will the project produce?
Specify the number of products, i.e. 1,500 sq. ft. exhibit, 5,000 brochures, 10 interpretive signs,
one set of architectural plans. Ensure that all listed products are also included in
the Project Timetable and Budget.

**If the project product(s) include items that require ongoing maintenance, commitment,
repair or replacement, how will this be carried out and paid for in the future?**

This can include signage maintenance and replacement; trail maintenance; exhibit wear and tear;
or website/smart phone app fees and updates. For technology items, please discuss how long the
product will be live and active.

Impact

Does the project contribute to the acquisition, preservation or conservation of significant
historic, natural, archeological or cultural resources?
If so, please describe how.

Does the project utilize methods or techniques that are unique and innovative? Does it
have the potential to be a model for other projects?

Describe how this project will stimulate other activities, programs, projects, or partnerships
throughout the community.

Education Projects

If your project includes Pre-K - 12 Education activities, you **must** answer these questions.

Explain how the project will contribute to Pre-K through 12 education.
This can include curriculum development, teacher training, implementation of curricula, education
product development, educational programs or activities to encourage visitation by school groups.

**Please provide documentation that you have consulted with either the Maryland State
Department of Education and / or your local school system on this project.**

Archeology Projects

If your project includes archeological activities, you **must** answer the following question.

Explain how the project will contribute to archeological work in the heritage area(s).
Indicate how the project addresses one or more of the eligible types of archeology activities (see the info box for details).

Natural Resource Projects

If your project includes activities relating to natural resources, you **must** answer the following questions.

Does the project relate to local Land Preservation Park and Recreation Plans, annual Open
Space plans, or state and nationally designated byway and trail management plans?
If yes, please detail which plan(s) and the plan components the project addresses.

Explain how the project will protect or enhance natural resources in the heritage area(s).
Indicate how the project addresses one or more of the eligible types of natural resource activities (see the info box for details).

Support

Support from Elected Officials

Please list the elected officials from whom you have requested letters of support. You must
have letters from a State Delegate, a State Senator, and a local government official.

If you have copies of the support letters, you can upload them here.
State Senator

State Delegate

Local Elected Official

Legislative District(s)

In which Maryland state legislative district (or districts) will the project take place?
To look up your legislative district(s), click HERE.

Local Commitment

List the other individuals from whom you have requested letters of support, and their titles
and organizations.

If you have copies of the letters of support, you can upload them here.
If you have more than three letters, you can upload additional letters on the
Attachments Page at the end of the application.
Letter of Support

Letter of Support

Letter of Support

Project Mgmt

Project Management

Describe your organization's administrative and financial experience and ability to manage a grant of this type.
Identify other grants your organization has received and successfully managed.

Project Contact Person

This is the person who will receive all correspondence and communication regarding the grant. You will have an opportunity to provide the contact information for the grant writer (if applicable) and a primary contact for the organization (such as a director or board chair) on the next tabs.

Prefix   **First Name**   **Last Name**

- Select One -

Title

Contact Address (if different from above)

City   **State**   **Postal Code**
              <None>

Contact Phone   **Extension**

Email

Area of Expertise

What is the primary contact person's role in the project?

Please upload a resume for the primary contact.

Key Individuals Within the Applicant Organization

Identify any other key individuals within the **applicant** organization who will be involved in the implementation of this project. Describe their role in the project and what they will be responsible for. Please upload their resumes on the Attachment page at the end of the application.

Consultants

Identify any <u>key</u> individuals **outside** of the applicant organization who will be involved in the implementation of this project (i.e. contractors or consultants who have already been selected). Describe their role in the project and what they will be responsible for. Please upload their resumes on the Attachment page at the end of the application.

Applicant

Applicant Organization

Legal Name
This **must** match the name registered with SDAT.

Organization Type

Tax ID / Federal Employer Identification Number (EIN)
This is generally a 9-digit number, e.g. 52-1234567.

Mailing Address
This is the legal address of the entity as registered with SDAT.

City   **State**   **Zip Code**
         - Select One -

Organization General Phone   **Extension**   **Organization General E-mail**

                                                              Website Address

Organization Primary Contact

Please provide a primary contact for your organization, if different from the project contact listed on the previous page. Do not enter the same person twice. The primary contact for the organization may receive carbon copies of correspondences relating to the project, but is not the primary contact for project work.

Prefix   First Name   Last Name
<None>

Title

Contact Phone   Extension   E-mail

Area of Expertise

Organizational Documents
Non-profit organizations must provide copies of their organizational documents.

If you previously uploaded your documents, you do not need to do so again unless there have been changes.

For most organizations the organization documents will include the filed Articles of Incorporation or Articles of Organization, and Bylaws or an Operating Agreement.

You can upload one document in each upload box. If you need to upload additional documents, you can add them on the Attachments page at the end of the application.

Proof of Non-Profit Status (if applicable)
If your organization is a non-profit, you must upload a copy of the Determination Letter from the Internal Revenue Service.

Release & Consent

MHAA and MHT regularly share information about projects that have received grant funding.

Application materials, including photographs, maps, text, graphics, and forms may be used by MHAA and MHT for non-profit purposes including, but not limited to, education and publicity via printed material, television broadcasts, and internet postings.

Photographs of the project which have been taken by MHAA or MHT staff may also be made available to the public.

In rare cases, additional application information may be requested by the public under Maryland's Access to Public Records Act (the "Act").

By executing this release and consent, I hereby consent to the publication of photographs and other application materials relating to the Project for which I have requested financial assistance, and I hereby authorize MHAA and MHT to print, publish or post pictures of the Project and to make application materials available to the public.

I Agree.
No

If you consider information in this application confidential and do not want it made available to the public, please indicate your objections in writing and upload your letter below.

Upload your letter of objection, if applicable, here.

I have read and understand that, by not attaching an objection in writing, I have consented to public use of information in this application and a waiver of any rights I may have under the Act.
Do not check if you are uploading a letter of objection.
No

I certify that all the information contained in this application is true and accurate and that I am legally authorized to submit this application on behalf of the applicant organization.
No

Full Name and Title of Legally Authorized Submitter
This must be someone who is legally authorized to sign for your organization.

Grant Writer

If this grant was prepared by **someone other than the Project Contact or Organization Contact**, please provide their information here. Do not complete if the person is already identified elsewhere.

Prefix   First Name   Last Name   Title
<None>

Office Address

Office City   Office State   Office Postal Code
                <None>

Office Phone   Extension   E-mail

Area of Expertise

Deadlines

Each heritage area has different deadlines for submissions (see below). Some require a draft copy be emailed to them for feedback - make sure you know what is required for your heritage area.

Once you have submitted your application, your local heritage area will review it, and <u>may ask you to make changes to strengthen your application</u>. If changes are needed, your application will be returned to your online account for editing.

Note: If the Patapsco Heritage Area is certified by MHAA in January 2015, applicants within that heritage area should email MHT.grants@maryland.gov for contact information and deadlines.

The following is a list of Heritage Areas and their submission deadlines.

Heritage Area Director

Heritage Area Director

Anacostia Trails Heritage Area (Prince George's)
Mr. Aaron Marcavitch, Executive Director
301-887-0777
aaron@anacostiatrails.org
Deadline: March 5, 2015

Annapolis, London Town, and South County Heritage Area (Four Rivers Heritage Area) (Anne Arundel)
Dr. Carol Benson, Executive Director
Annapolis, London Town, and South County Heritage Area, Inc.
410-222-1805
Heritage_Area@aacounty.org
Deadline: February 27, 2015

Baltimore City Heritage Area (Baltimore City)

Canal Place Heritage Area (Allegany)

Mr. Jeffrey P. Buchheit, Director
410-878-6411
jbuchheit@baltimoreheritagearea.org
Deadline: February 24, 2015 at 5:00 p.m.

Mountain Maryland Heritage Area (Garrett)
Lori Senese, Heritage Manager
301-387-2050
lori@garrettchamber.com
Deadline: March 7, 2015

Heart of the Civil War Heritage Area (Carroll, Frederick, Washington)
Ms. Elizabeth Scott Shatto, Director
301-644-4042
lshatto@fredco-md.net
Deadlines: Draft, February 10, 2015; Final, February 27, 2015

Lower Susquehanna Heritage Greenway Heritage Area (Harford and Cecil)
Ms. Mary Ann Lisanti, Executive Director
410-457-2482
grants@upperbaytrails.com
Deadline: March 6, 2015

Southern Maryland Heritage Area (Calvert, Charles, St. Mary's)
Ms. Roz Racanello, Executive Director
301-274-4083
SoMDHeritage@tccsmd.org
Deadline: Draft, February 26, 2015, Final, March 12, 2015

Ms. Deidra L. Ritchie , Executive Director
301-724-3655
deidra.ritchie@maryland.gov
Deadline: March 7, 2015

The Heart of Chesapeake Country Heritage Area (Dorchester)
Ms. Amanda Fenstermaker, Tourism Director
Ms. Kiri Carini, Grants Manager
410-228-1000
info@tourdorchester.org
Deadline: February 27, 2015

Lower Eastern Shore Heritage Area (Somerset, Wicomico, Worcester)
Mr. Jay Parker, Executive Director
410-677-4706
leshc1@aol.com
Deadline: Draft, March 2, 2015 at noon, Final, March 27, 2015 at noon

Montgomery County Heritage Area (Montgomery)
301-515-0753
director@heritagemontgomery.org
Deadline: March 5, 2015

Stories of the Chesapeake Heritage Area (Caroline, Kent, Queen Anne's, Talbot)
Ms. Gail Owings
410-778-1460
info@storiesofthechesapeake.org
Deadline: March 4, 2015